

Checklist for Electric Vehicle Charging Installation



Installing EV charging stations can provide an important benefit to your employees, customers and community while helping establish your company as a leader in sustainability and innovation. Ameren Missouri has created this checklist to help you understand what you need to know about charging equipment and the steps to plan for installation.

Goals and Scope

- Clear goals and well-defined scope will simplify decision-making as you perform subsequent steps, including research into equipment options, investigating your facility's unique attributes and speak with EVSE experts that will help your project succeed.

Internal Buy-In

- To ensure the success of the charging installation, it's important to identify a project champion who can lead the way and help the team advance the project through each step. A few options include facilities personnel, a sustainability representative or an EV driver/sustainability enthusiast. The project champion(s) should have adequate time to dedicate to the design, planning and facilitation of the installation.

Budget and Timeline

- Defining the budget and timeline for your installation project is an important step that includes examining the associated costs, conducting research and obtaining quotes. A detailed project plan including a projected timeline is necessary to ensure success for larger installations. Many contractors can also support this effort to ensure the overall project is successful. Having concise benchmarks in order to achieve goals is a smart way to help ensure the success of the project.

Incentives

- Determining what incentives are available to you will help stretch your budget and fulfill or expand the scope. Applying for incentives early will help keep the installation timeline on track.

Installation Contractor

- A trustworthy contractor with experience in installing charging infrastructure will be a key member of the team.

Visit [AmerenMissouri.com/EV](https://www.AmerenMissouri.com/EV) to connect with contractors, through Ameren Missouri's EV Partner Network, that can assist with installing and selecting the right EVSE for your needs.



Project Design



Power Assessment

Installations are most cost-effective when placed near an existing power source. A power assessment can help identify the most advantageous locations for the installation. Conducting an audit of your site's energy usage and available power sources early on in the process will ensure only viable locations are considered and help you identify the type of equipment best suited to your location.



Location

This step requires an assessment of available spaces, power sources, safety and much more. Throughout the process it will be important to consult with facilities managers, security and other individuals with a vested interest.



Equipment

At this step you will determine the type of equipment to be installed. This includes:

- Smart or Basic Charging? You likely need smart charging equipment if:
 - *You want users to pay a fee through the station;*
 - *You want to restrict charging to only specific users;*
 - *You want to get data on how the chargers are being used; and*
 - *You want to control charging to avoid utility peak demand charges.*
- Single or dual connector?
- Cable management? Manual or mechanical assist?



Permitting

Most installations require permits for various aspects of the installation project. Start this process by conducting research and contacting your local permitting office or inquire with your chosen electrical contractor or service provider.



EV Charging Policy

Organizations offering workplace charging can benefit from setting clear guidelines regarding usage and sharing to help ensure a safe and successful charging experience for all. To develop a charging policy, consider engaging the intended users – for example through a survey – in the effort to fully understand their charging needs. When the time comes to develop a policy, an [example of a workplace charging policy \(PDF\)](#) by the U.S. Department of Energy can help you get started.



Promotion

Promoting your charging infrastructure will help make the intended user aware of the offering and provide an opportunity to highlight your company's efforts. Promotional opportunities include a ribbon-cutting/unveiling ceremony, hosting an EV test drive event, educational sessions and registering on charging station apps if they are publicly available. In addition, internal company communications are a great way to promote the amenity of charging stations to employees.

Our [Charge Ahead](#) financial incentive can cut the total project cost of equipment and installation in half, making the process simpler and more affordable. [Register](#) for one of our upcoming virtual sessions to learn about the program and ask an Ameren Missouri expert any questions you have.

Contact us today at EVMissouri@ameren.com.